



PEASEDOWN ST JOHN PARISH COUNCIL

The Beacon Hall, French Close, Peasedown St John, Bath BA2 8SN
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1st August 2018

To Councillors:

Tom Clifford (Chair); Audrey Gillard-Sprake; Simon Kidd (Vice-Chair); Ray Love; Claire Parfitt; Jonathan Rich; Kathy Thomas

You are hereby summoned to attend a meeting of the Personnel Committee of Peasedown St John Parish Council at the Beacon Hall on **Tuesday 7th August 2018 at 7.00pm** for the purpose of transacting the business detailed below.

Tanya West
Parish Clerk

AGENDA

Meeting of the Personnel Committee

7.00pm

Public Session - 10 minutes at which **members of the public can attend to express their view on matters relevant to this agenda or the parish in general.** Please be aware that if matters are raised not related to this agenda they cannot be further discussed by the Council at this meeting but may be considered at a later meeting. Once the meeting has been opened, then only members of the Council may speak, unless officially adjourned for specific reason.

Members of the public are welcome to stay and observe the rest of the meeting (apart from those items which state they will be discussed in closed session).

****PLEASE ENSURE THAT MOBILE TELEPHONES ARE SET TO 'SILENT' MODE IN THE COUNCIL CHAMBER****

Please be aware that Parish Council meetings may be recorded, subject to the Openness of Local Government Bodies Regulations 2014. We kindly ask that anybody intending to record the meeting please inform the Chair or Clerk beforehand in order that any necessary arrangements can be made.

PC022 – 07/08/2018 Apologies for Absence

To receive and approve, if necessary, any apologies for absence.

PC023 – 07/08/2018 Declarations of Interest

To receive any declarations of Members' Interests in any item on the agenda, which have not already been disclosed to the Monitoring Officer.

Members are reminded of their obligation to declare any interests they may have in any issues arising at the meeting which might conflict with the business of the council and how these interests impact on their involvement with discussions and voting.

PC024 – 07/08/2018 Minutes

- i. To consider and approve the minutes of the Personnel Committee meeting held on 26th June 2018 (appendix A).
- ii. To review updated copy of the actions register (appendix B).

PC025 – 07/08/2018 Items for Urgent Report

Items which, in the opinion of the Chair, should be reported on as a matter of urgency.

PC026 – 07/08/2018 Personnel Related Policies & Procedures

- i. To review the following existing Parish Council policies and determine any amendments:
 - a) Employee Expenses Policy (appendix C)
 - b) Employee Sickness Policy (appendix D)
 - c) Time Off for Dependents Policy (appendix E)
- ii. To consider draft of the new Flexible Working Policy and make any suggestions for amendment (appendix F).

PC027 – 07/08/2018 Resolution Relating to Confidential Nature

To pass a resolution that in accordance with Standing Order 3d in view of the special or confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.

PC028 – 07/08/2018 Staff & Councillor Training

To receive update on staff and councillor training and make any related decisions regarding training course attendance and costing; progress on existing courses etc.

PC029 – 07/08/2018 Staff Absence, Leave and TOIL

To receive update on staff absence, leave and time off in lieu, and make any necessary relating decisions.

PC030 – 07/08/2018 Review of Finances 2018/19

To consider expenditure report for the 2018/19 financial year for those budgets specifically linked to the Personnel Committee.

PC031 – 07/08/2018 Staff Contracts & Salaries

- i. To consider recommendations from the Internal Audit Report regarding the signing of staff contracts and make associated decisions.
- ii. To consider recommendations from the Personnel Committee Advisory Panel regarding changes to the staff salary rates and payroll implementation and make associated decisions.

PC032 – 07/08/2018 Resource and Workload Planning

- i. To receive update on current work load and prioritisation for the weeks ahead to include update on plan for staff leave cover.
- ii. To review progress on the Order of Known Business document and the Annual Governance Cycle.
- iii. To receive an update on Business Continuity Plan.

PC033 – 07/08/2018 Resolution to Revert to Public Session

To pass a resolution that the meeting is put back into public session.

PC034 – 07/08/2018 Review of New Actions

To review that any actions generated from the meeting have been correctly captured on the Actions Register.

PC035 – 07/08/2018 Date and Time of Next Meeting

The date of the next Personnel Committee is scheduled to be held on Tuesday 20th November 2018 at 7pm at Beacon Hall.